

**TOWN OF CARLTON LANDING  
REGULAR MEETING OF THE BOARD OF TRUSTEES**

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as  
the Carlton Landing Academy Cafeteria  
Saturday, January 18, 2020

Immediately following the Regular Meeting of the Carlton Landing Economic Development Trust

**MINUTES**

1. Call to Order

The meeting was called to order at 8:39 a.m. with Mayor Chinnici presiding.

2. Roll Call

PRESENT: A roll call reflected that Trustees Chinnici, Myrick, Mai, Brule, Chapman, Clerk-Treasurer, Summers, Town Attorney, Kay Wall and Town Administrator, Greg Buckley were present.

ABSENT: None

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the CL Board of Trustees of November 16, 2019
- b. Regular Meeting of the CL Board of Trustees of December 21, 2019 -Canceled

MOTION was made by Mai and seconded by Chapman to approve the consent items as presented.

4. Acknowledge receipt of Claims and Purchase Orders Report

See attached Transaction Report

5. Items Removed from Consent Agenda

6. Discussion, consideration and possible action regarding bids received for sale of \$100,000 General Obligation Bonds, Series 2020, and award sale of bonds to the bidder bidding the lowest interest cost, or take any other appropriate action.

At the October 19, 2019 Board of Trustees meeting the Trustees authorized the Notice of Sale of Bonds. The Notice has been advertised in accordance with State Statutes and was scheduled for Bids to be opened January 17, 2020 at 11:00 am. Bid documents will be provided at the Board meeting.

The GO Bonds, Series 2020 is approved for purpose of a Street Light Master Plan and phase 1 implementation of the plan. The Street Light Plan shall look to provide safety lighting at intersections, while minimizing white light noise. The key areas for the Street Plan will cover Town Square, Town Center and Ridgeline, but can be used as the model for other areas and as the Town grows.

MOTION: A motion was made by Chinnici and seconded by Mai to award the sale of the bond to F & M Bank of Guthrie, Oklahoma, being the low bidder.

AYE: All

NAY:None

7. Discussion, consideration and possible action regarding an ordinance providing for the issuance of General Obligation Bonds in the sum of One Hundred Thousand Dollars (\$100,000) by the Town of Carlton Landing, Oklahoma, authorized at an election duly called and held for such purpose; prescribing form of bonds; providing for a bond issue designated "General Obligation Bonds, Series 2020"; designating bonds for purposes of certain provisions of the Internal Revenue Code; providing for registration thereof; appointing a paying-agent registrar for the issue and matters related thereto; approving the Official Statement pertaining to the bonds; providing for the levy of an annual tax for payment of principal and interest on the bonds; authorizing the approval of contracts and instruments necessary to consummate sale of the bonds and disbursement of proceeds of the bonds; fixing other details of the bond sale and issuance; and declaring an emergency.

At the October 19, 2019 Board of Trustees meeting the Trustees authorized the Notice of Sale of Bonds. The Notice has been advertised in accordance with State Statutes and was scheduled for Bids to be opened January 17, 2020 at 11:00 am. The GO Bonds, Series 2020 is approved for purpose of a Street Light Master Plan and phase 1 implementation of the plan. The Street Light Plan shall look to provide safety lighting at intersections, while minimizing white light noise. The key areas for the Street Plan will cover Town Square, Town Center and Ridgeline, but can be used as the model for other areas and as the Town grows.

MOTION: A motion was made by Mai and seconded by Brule to approve ordinance providing for the issuance of General Obligation Bonds in the sum of One Hundred Thousand Dollars (\$100,000) by the Town of Carlton Landing, Oklahoma

AYE: All

NAY: None

- a. Consider and approve emergency clause for foregoing ordinance.

MOTON: A motion was made by Chinnici and seconded by Mai to approve the emergency clause for foregoing ordinance.

AYE: All

NAY: None

8. Consider, discuss and approve Resolution 2020-01-01 accepting the deed of property along the entrance road, more specifically described in Attachment A, or take any other appropriate action.

The Developer is deeding over approximately fifteen (15) feet of property on either side of the existing entrance road. Currently the Town was deeded the road, which covers from edge of pavement to edge of payment. There is a need for addition property to accommodate improvements, repairs to the road along with providing drainage along the road.

It was noted by town attorney that she does not have a copy of the deed so no action can be taken at this time.

MOTION: A motion was made by Chinnici and seconded by Chapman to strike the item until necessary deed is obtained

AYE: All

NAY: None

9. Consider, discuss and approve authorizing the Town Administrator to establish a materials and supplies draw account in the amount of One Hundred Twenty-five Thousand dollars (\$125,000.00) with Pittsburgh County, District 1, to be used for the Entrance Road and drainage project, or take any other appropriate action

In February 2019 the Town of Carlton Landing and Pittsburgh County, District 1 enter into a Interlocal Agreement. The Agreement allows the County to assist the Town in building and repairs roads, bridges and drainage systems. In the fall of 2019, the County agreed to assist the Town in repairing the entrance road along with drainage. The County will provide the labor, but the Town will need to supply the materials. The County has a program that allows the Town to submit funds, be held within a project fund and then used as a draw account to purchase materials and supplies for a project or projects. The County is under the same State purchasing requirements as the Town, so using the County to purchase materials through their system still meets our purchasing requirements. Establishing the draw account at the County will keep the project moving forward and not have to coordinate materials and days when the County will be able to do work.

MOTION: A motion was made by Chinnici and seconded by Mai to approve authorizing the Town Administrator to establish a materials and supplies draw account in the amount of One Hundred Twenty-five Thousand dollars (\$125,000.00) with Pittsburgh County, District 1, to be used for the Entrance Road and drainage project.

AYE: All

NAY: None

10. Discuss the concept of a Carlton Landing Community Newsletter- composition, production, and distribution to include unified address identification system on properties or take any other appropriate action.

Carlton Landing has a few online resources for dissemination of information about Town activities, events, news; however, there is not a source delivered to each residence. A Community Newsletter delivered to each house on some regular basis would allow for homeowners, renters, and guests to receive information about the community without having to have Facebook or online access. One of the issues would be distribution along with addressing for proper delivery.

Discussion was held. Town attorney and town administrator will explore legal implications of a directory, unified house numbers and/or newsletter. No action was taken.

11. Reports

- a. Sales Tax Revenue and other Financial Reports (See attachment)
- b. Town Administrator (See attachment)
- c. Legal Reports, Comments, and Recommendations to the Governing Body. None

12. Recognize Citizens wishing to comment on non-Agenda Items

Under Oklahoma Law, the Board of Trustees are prohibited from discussing or taking any action on items not on today's agenda. Citizens wishing to address the Board on items not on the agenda are required to sign-up no later than five (5) minutes prior to the scheduled start time of the meeting. The sign-in sheet will contain space for citizens name, address, phone number, and topic to discuss. In this way, staff will be able to follow-up on any issues presented, if necessary. Citizens will be provided three (3) minutes. None

13. Comments and questions by Governing Body members regarding items for future consideration. None

14. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 9:06 a.m., January 18, 2019

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Mayor

Attest:

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Town Clerk

# The Town of Carlton Landing

## TRANSACTION REPORT

July 1, 2019 - January 11, 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
Payroll Expenses (deleted)								
08/09/2019	Check	493	JAMES G. BUCKLEY	OK - Unemployment	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	54.23	54.23
08/09/2019	Check	493	JAMES G. BUCKLEY	Federal Unemployment	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	21.69	75.92
08/09/2019	Check	493	JAMES G. BUCKLEY	Medicare Company	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	52.42	128.34
08/09/2019	Check	493	JAMES G. BUCKLEY	Social Security Company	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	224.15	352.49
08/09/2019	Check	493	JAMES G. BUCKLEY	401a Co. Match	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	361.54	714.03
08/22/2019	Check		QuickBooks Payroll Service	Fee for 1 direct deposit(s) at \$1.75 each	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	1.75	715.78
08/23/2019	Check		JAMES G. BUCKLEY	OK - Unemployment	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	49.73	765.51
08/23/2019	Check		JAMES G. BUCKLEY	Federal Unemployment	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	19.89	785.40
08/23/2019	Check		JAMES G. BUCKLEY	Medicare Company	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	48.08	833.48
08/23/2019	Check		JAMES G. BUCKLEY	Social Security Company	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	205.56	1,039.04
08/23/2019	Check		JAMES G. BUCKLEY	401a Co. Match	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	331.54	1,370.58
09/05/2019	Check		QuickBooks Payroll Service	Fee for 1 direct deposit(s) at \$1.75 each	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	1.75	1,372.33
09/06/2019	Check	DD1001	JAMES G. BUCKLEY	OK - Unemployment	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	54.60	1,426.93
09/06/2019	Check	DD1001	JAMES G. BUCKLEY	401a Co. Match	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	364.02	1,790.95
09/06/2019	Check	DD1001	JAMES G. BUCKLEY	Social Security Company	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	225.69	2,016.64
09/06/2019	Check	DD1001	JAMES G. BUCKLEY	Medicare Company	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	52.78	2,069.42
09/06/2019	Check	DD1001	JAMES G. BUCKLEY	Federal Unemployment	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	0.42	2,069.84
09/19/2019	Check		QuickBooks Payroll Service	Fee for 1 direct deposit(s) at \$1.75 each	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	1.75	2,071.59
09/20/2019	Check	DD1002	JAMES G. BUCKLEY	Social Security Company	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	205.55	2,277.14
09/20/2019	Check	DD1002	JAMES G. BUCKLEY	Federal Unemployment	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	0.00	2,277.14
09/20/2019	Check	DD1002	JAMES G. BUCKLEY	OK - Unemployment	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	49.74	2,326.88
09/20/2019	Check	DD1002	JAMES G. BUCKLEY	Medicare Company	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	48.07	2,374.95
10/04/2019	Check	518	JAMES G. BUCKLEY	OK - Unemployment	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	54.23	2,429.18
10/04/2019	Check	518	JAMES G. BUCKLEY	Federal Unemployment	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	0.00	2,429.18
10/04/2019	Check	518	JAMES G. BUCKLEY	Social Security Company	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	224.16	2,653.34
10/04/2019	Check	518	JAMES G. BUCKLEY	Medicare Company	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	52.43	2,705.77
10/18/2019	Check	524	JAMES G. BUCKLEY	OK - Unemployment	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	8.97	2,714.74
10/18/2019	Check	524	JAMES G. BUCKLEY	Federal Unemployment	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	0.00	2,714.74
10/18/2019	Check	524	JAMES G. BUCKLEY	401a Co. Match	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	331.54	3,046.28
10/18/2019	Check	524	JAMES G. BUCKLEY	Social Security Company	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	205.55	3,251.83
10/18/2019	Check	524	JAMES G. BUCKLEY	Medicare Company	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	48.07	3,299.90
10/31/2019	Check		QuickBooks Payroll Service	Fee for 1 direct deposit(s) at \$1.75 each	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	1.75	3,301.65
11/01/2019	Check	DD1003	JAMES G. BUCKLEY	Medicare Company	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	52.78	3,354.43
11/01/2019	Check	DD1003	JAMES G. BUCKLEY	Federal Unemployment	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	0.00	3,354.43
11/01/2019	Check	DD1003	JAMES G. BUCKLEY	OK - Unemployment	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	0.00	3,354.43
11/01/2019	Check	DD1003	JAMES G. BUCKLEY	Social Security Company	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	225.70	3,580.13
11/01/2019	Check	DD1003	JAMES G. BUCKLEY	401a Co. Match	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	364.02	3,944.15
11/14/2019	Check		QuickBooks Payroll Service	Fee for 1 direct deposit(s) at \$1.75 each	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	1.75	3,945.90
11/15/2019	Check	DD1004	JAMES G. BUCKLEY	Social Security Company	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	205.55	4,151.45
11/15/2019	Check	DD1004	JAMES G. BUCKLEY	Medicare Company	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	48.07	4,199.52
11/15/2019	Check	DD1004	JAMES G. BUCKLEY	Federal Unemployment	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	0.00	4,199.52
11/15/2019	Check	DD1004	JAMES G. BUCKLEY	OK - Unemployment	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	0.00	4,199.52
11/15/2019	Check	DD1004	JAMES G. BUCKLEY	401a Co. Match	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	331.54	4,531.06
11/27/2019	Check		QuickBooks Payroll Service	Fee for 1 direct deposit(s) at \$1.75 each	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	1.75	4,532.81
11/29/2019	Check	DD1005	JAMES G. BUCKLEY	Federal Unemployment	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	0.00	4,532.81
11/29/2019	Check	DD1005	JAMES G. BUCKLEY	Medicare Company	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	48.08	4,580.89
11/29/2019	Check	DD1005	JAMES G. BUCKLEY	Social Security Company	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	205.55	4,786.44
11/29/2019	Check	DD1005	JAMES G. BUCKLEY	OK - Unemployment	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	0.00	4,786.44
11/29/2019	Check	DD1005	JAMES G. BUCKLEY	401a Co. Match	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	331.54	5,117.98
12/12/2019	Check		QuickBooks Payroll Service	Fee for 1 direct deposit(s) at \$1.75 each	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	1.75	5,119.73
12/13/2019	Check	DD1006	JAMES G. BUCKLEY	OK - Unemployment	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	0.00	5,119.73
12/13/2019	Check	DD1006	JAMES G. BUCKLEY	Social Security Company	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	225.70	5,345.43
12/13/2019	Check	DD1006	JAMES G. BUCKLEY	Medicare Company	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	52.78	5,398.21
12/13/2019	Check	DD1006	JAMES G. BUCKLEY	Federal Unemployment	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	0.00	5,398.21
12/13/2019	Check	DD1006	JAMES G. BUCKLEY	401a Co. Match	66000 Payroll Expenses (deleted)	BOK - Checking - *9683	364.02	5,762.23
Total for Payroll Expenses (deleted)							\$5,762.23	
TOTAL							\$5,762.23	

## Town Administrator's Report – January 18, 2020

- ☐ Use Tax – went into effect January 1, 2020. We really won't start to see impact until March Tax Report. If you make an online purchase, please check to see if it has Town sales tax. If you find it doesn't please let me know so I can follow-up with the State
- ☐ Trustee Workshop/Retreat February 1, 2020, 8::30 – 1:00
- ☐ Ridgeline Road Extension – Working on updated Quote from Engineer
- ☐ Alley Improvements – Engineering Plans were due this week.
- ☐ Renee and I met with BOK representatives on banking options, setup online access.
- ☐ Met with OML Director Mike Fina – Legislation, training for small cities.
- ☐ Audit is under way – Crawford finishing up year-end information and sending to Elfrink.
- ☐ Corp Annual Report - Worked on Year-End Report and updating Development Plan
- ☐ Municipal Software – Selected CSA Software Solution – Center Point Fund Accounting for Town software system. We are targeting to be switched and live March 2020.
- ☐ 2019 TIF Revenue Note – Closed January 27, 2019. Final available proceeds after issuance cost is \$1,409,0000. I had projected about \$1,389,000.